



USAID
FROM THE AMERICAN PEOPLE

SRI LANKA

IMPLEMENTING PARTNER'S NOTICE 11-006

Date: February 2, 2011

To: All USAID/Sri Lanka Program-Funded Contractors and Recipients

Subject: Policy on Business Cards

All implementing partners (contractors and recipients) are reminded that employees of their organizations may not represent or verbally identify themselves as USAID employees. As referenced below, they may however identify themselves as a “USAID Contractor” or “USAID Grantee”, as appropriate.

ADS 320.3.1.6 Business Cards

“It is USAID policy to prohibit the use of the USAID Identity on contractor and recipient business cards. At their option, contractors and recipients may include wording on their employees’ business cards (“USAID Contractor” or “USAID Grantee” as appropriate) to identify that the employee is working on a USAID-funded activity. In addition, if the contractor or grantee elects to identify the employee as stated above, they may also, at their option, include the USAID program name (see **320.3.2** or **22 CFR 226.91 (f)**). However, business cards must not use the USAID Identity and designs and layouts used must make it clear that the employee is not a USAID employee.”

Please send any concerns regarding this notice to indiarco@usaid.gov